

**UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY
GOVT. OF UTTARAKHAND**

**PROFORMA FOR SUBMISSION OF APPLICATION FOR TRAVEL SUPPORT
FOR ATTENDING INTERNATIONAL CONFERENCES/SEMINARS/ SYMPOSIA /
WORKSHOPS**

1. ABOUT THE SCHEME

The Uttarakhand Council for Biotechnology (UCB) will consider proposals under the Travel Support Scheme for financial assistance from scientists/ researchers involved in Biotechnology funded programmes/projects for participation in international conferences/seminars/symposia /workshops relevant to their areas of interests and the projects/programmes of the Department. The scheme provides upto full reimbursement of the actual return air fare in economy / excursion class by Air India/Indian Airlines to applicants from the nearest airport to the place of work in India to the venue of the conference/symposium/seminar/workshop. The event should be of international nature sponsored by foreign governments, international organizations or institutions under the aegis of multilateral, regional or bilateral arrangements.

2. ELIGIBILITY

- i. Applicant should be an active scientist/researcher engaged in research and development and promotion of biotechnology. **Scientists below the age of 50 years would be accorded preference.**
- ii. Investigators/Co-Investigators of UCB supported projects / programmes, Chairmen and Expert Members of the various Task Forces, Biotechnology Research Promotion Committee are eligible to apply.
- iii. The scientists should not have availed of *100%* financial assistance *for travel support from Govt.* in the last *three* financial years.
- iv. Scientist should have an accepted paper for presentation as a single or lead author or as a Keynote speaker or should have been invited as a Sessional Chairperson.

3. ENCLOSURES

The following documents will be required to be submitted along with the prescribed application. ***Documents should be properly tagged (No clips)***

- i. One copy of the completed Application in the prescribed format and Bio-Data.
- ii. Letter of Invitation from organizers giving particulars such as acceptance of paper for an oral presentation; as a key note speaker/chairperson etc.
- iii. Details of the announcement of the Conference/Symposium/Seminar/Workshop (Please attach photocopy of the announcement).
- iv. Abstract of the paper accepted for presentation along with the letter of its acceptance by the organizers.
- v. *Certificate from co-authors (if any) that they are not attending the said conference. In this certificate they should also indicate the reasons for their not presenting the paper for oral/poster presentation.*
- vi. *No objection from the co-authors (if any) for presentation of the paper by the applicant.*
- vii. *In case, the applicant is not the lead author, a certificate from the lead author indicating the circumstances of deputing the applicant to present the paper.*

viii. *Certificate of fare from Air India/Indian Airlines.*

ix. A copy of letter regarding commitment from any other national or international agency for any financial assistance, full or partial for travel, registration, per diem etc.

4. The Department upon selection will initially issue a sanction letter indicating the amount of the grant. The sanctioned amount subject to actual will be released to the scientist only on his/her return to India after participation in the conference and on submitting a detailed report, vouchers for the expenditure incurred within one month from the date of conference. *A performa of the claim sheet for reimbursement of travel grant for participation in International conference/Seminar/Symposia etc. is placed at Appendix-I and the performa of the report on participation in International conference/Seminar etc as placed at Appendix-II.*

5. The successful applicant will be informed about two weeks before the commencement of the conference. **No interim correspondence will be entertained and canvassing in any form would lead to disqualification of the applicant.**

6. The application completed in all respects together with documents as indicated at para 3 above must reach the Department of Biotechnology at least 8 weeks prior to the commencement of the conference duly forwarded by the Head of the Institution. Application not received in time and not received through proper channel will not be considered.

7. Incomplete application shall be rejected.

NOTE : The air passages are to be booked directly on a National Carrier, i.e., Air India/Indian Airlines, as the case may be. EVEN TO PLACES WHERE AIR INDIA/INDIAN AIRLINES FLIGHTS DO NOT OPERATE, the passage is to be booked THROUGH AIR INDIA/INDIAN AIRLINES only. If the tickets are not purchased from Air India/Indian Airlines, the grant will be restricted to the following slabs :

- a) America, Australia, Canada, South Africa Rs. 60,000/- for full ticket.
- b) Europe, China and Russia Rs. 40,000/-
- c) South Asian Countries Rs. 30,000/-

8. The amounts are indicative, department would consider some change based on the situation at that point of time.

9. The meetings of the departmental committee for Promotion & Popularization of Biotechnology will be held on second Monday of every month.

Note : The application **in duplicate (Two copies)** may be addressed to :

Director
Uttarakhand Council for Biotechnology (UCB)
Govt. of Uttarakhand
Biotech Bhavan, P.O. Haldi – 263 145
Dist. U.S. Nagar, Uttarakhand

Envelop may please be super scribed : **Application for International Travel Support.**

**APPLICATION FORM FOR INTERNATIONAL TRAVEL SUPPORT FOR ATTENDING INTERNATIONAL
CONFERENCES/SEMINARS/SYMPOSIA/WORKSHOPS.**

1. Name, Designation and address including Fax/Telephone/e-mail/
2. Age_____Sex_____Date of Birth: _____

3. Whether the applicant is involved in
Implementation of DBT funded projects
or other Programmes, if so following details :

DBT project Reference Number :

Project Title :

Name of PI & Co-PI :

Status : Ongoing/completed :

- 4 Name, venue and date of the international
Conference/Seminar/Symposium/Workshop
and its organizers.
5. Broad area of the Conference/Seminar/Symposium/Workshop.

- | | | |
|--|---|---|
| i. Agricultural and Marine Biotechnology | (|) |
| ii. Animal Biotechnology | (|) |
| iii. Bioinformatics | (|) |
| iv. Environmental Biotechnology | (|) |
| v. Plant Molecular Biology | (|) |
| vi. Medical Biotechnology | (|) |
| vii. Industrial Biotechnology and
Biochemical Engineering | (|) |
| viii. Microbial Biotechnology | (|) |
| ix. Agricultural Biotechnology | (|) |
| x. Genetics | (|) |
| xi. Food Biotechnology | (|) |

6. Nature of participation.

a) *(Deleted) Presenting oral paper or poster (please specific):*

b) *Presenting paper as:*

(i) *Single author* Yes/No

(ii) *Lead author* Yes/No

(iii) *Keynote Speaker* Yes/No

(iv) *Session Chairman* Yes/No

7. Title of the research paper to be presented (*Attach abstract of the paper*)

8. Particulars of financial assistance the applicant is applying for/receiving from other National sources/Organizers towards travels, registration & per diem etc. for attending the Conference/Seminar/Symposium/Workshop.

(i) Nature of the funding agency.

(ii) Sanctioned/Committed amount (give particulars)

9. Total air-fare by shortest route in Excursion/Economy Class (Both ways).

10. Amount of Grant requested from DBT towards air fare.

11. **Details of financial assistance for travel availed from DST, CSIR, INSA, DBT and other organizations for attending International Conferences/Seminars/Symposia/Workshops attended in the last three financial years, if any.**

I. Title of the Conferences/Seminars/Symposia/Workshops attended.

II. Date

III. Venue

IV. Funding Agency

V. Amount received

12. (i) Whether the findings being presented are results of DBT project/programme Yes/No

If answer to (i) is Yes, the details of the project from which findings have been derived :-

i. DBT's project reference number :

ii. Project Title :

iii. Date of start and completion of the Project :

iv. Name of Principal Investigator/Co-PI :.

13. Designation and address of authorized officer (Registrar/Finance Officer etc.) for receiving cheques/Demand Drafts

14. State clearly, the benefit (Attach separate sheet-not expected to be derived by more than 100 words) attending the Conference.

15. Any other information which you may like to furnish in support of your application.

DECLARATION :

I hereby declare that the information furnished above is correct and complete.

Signature of Applicant

Place:

Date :

Name of the Institution

1. *The application for travel support submitted by_____is recommended. The cheque/demand draft may be sent to the authorized officer of the Institute (indicated in Column No. 13)*

2. *Information submitted by the applicant has been verified and found correct.*

3. *I am authorized to forward the application on behalf of the Institute.*

Recommendation of the Head of the Institute/Department/Designate

Signature :

Name :

Phone No. :

E-mail Id :

Seal of forwarding authority.

CHECK LIST

FOLLOWING DOCUMENTS ARE ENCLOSED (STRIKE OFF WHATEVER IS NOT APPLICABLE)

S. No.	Items	Remarks	Page No.
1.	Prior acceptance of paper(s) at the Conference	Yes /No	
2.	Copy of abstract of paper(s) accepted	Yes /No	
3.	Certificate from Air India/Indian Airlines Indicating the cost of return air fare (Excursion/Economy class)	Yes /No	
4.	Brochure/Announcement of the conference	Yes /No	
5.	Technical programme of the Conference	Yes/ No	
6.	<i>Certificate from co-authors that they are not attending the said conference or the reasons of not presenting the paper by them.</i>	Yes/ No	
7.	<i>No objection from co-author</i>	Yes/ No	
8.	<i>Certificate from lead-author indicating the circumstances of deputing the applicant to present the paper in the said conference</i>	Yes/ No	

Signature of Applicant

Name:

PROFORMA FOR BIO-DATA OF APPLICANT

1. Name & Designation : _____

2. Date of Birth _____

3. Institution _____

4. Whether belongs to SC/ST _____

5. Academic Qualification : (Degree onwards).

Degree	Year	Univ/Instt	Subject	Div.	Remarks
1. Positions held : From To i. Past ii. Present 2. Research Experience (Particulars of current area of research)					

6. Award/Prize/Certificate etc., if any.

7. Publications (Numbers only) (enclose list of papers published during the last three years)

Books	Research Papers	Reports	General Articles	Patents Others (Please specify)

Name

Signature of the applicant.